

Associate Degree for Transfer (ADT) Submission and Approval Process

All ADT proposals must originate with discipline faculty after careful review, consideration, and discussion by all program faculty responsible for curriculum development and review. Discipline faculty are responsible for generation of the Proposal Packet, as outlined below. The CC Faculty Chair is responsible for ensuring that all paperwork is completed, submitted, and compliant and is additionally responsible for ensuring adherence to each approval step. The Articulation Officer is responsible for C-ID articulation review and generation articulation and ASSIST reports. The Credit Schedule Developer / OI Staff is responsible for maintaining the Proposal Packet during the approval process and generating CORs at the point of CO submission. The Proposal Packet will include the following six document types:

- ADT Narrative
- ADT Template
- Degree Data Sheet
- C-ID Articulation Submission Verification Document
- ASSIST Reports as required by ADT Template
- Current CORs for each course listed in the degree.

Standards and templates for the ADT Narrative, Template, and Degree Data Sheet are available from the CC Faculty Chair or the Credit Schedule Developer.

Step 1: Proposal Packet Preparation:

The proposal packet originates with the discipline faculty author after department and division discussion on the necessity and feasibility of adopting an ADT. Faculty must work with the AO and Faculty Chair to review degree requirements and ensure alignment of all courses proposed for the degree with the ADT Template and C-ID Descriptors, where applicable. Faculty are responsible for completing the following elements of the proposal packet:

- Completed ADT Template from the Chancellor's Office;
- Completed ADT Narrative; and
- Completed Degree Data Sheet.

Step 2: Articulation Review:

The articulation officer then reviews the appropriateness of all courses in degree based on ADT standards and C-ID Articulation; submits courses for C-ID articulation where appropriate; recommends revisions to individual courses back to faculty for C-ID alignment when needed; forwards ADT proposal to New Program Task Force once all elements have been verified for articulation or GE status as required by ADT Template; and then generates the following two documents for the Proposal Packet:

- C-ID Articulation Verification for all courses aligned with a C-ID Descriptor;

- ASSIST Documentation as required by the ADT Template.

Step 3: New Program Task Force Review:

Proposals are submitted to the joint Academic Senate / BOT task force for compliance and feasibility review as described in the New Program Development Regulations. This review includes input and approval from the Division Chair / Dean, review of Distance Education status for the program, and alignment with the department and college missions and planning processes.

Step 4: CC Faculty Chair Review:

Curriculum Committee Faculty Chair reviews proposal packet to ensure that:

- ADT Template and Narrative are complete and compliant with standards.
- CORs for all constituent courses are current and active.
- Any recommendations from Task Force or AO have been addressed or corrected.

Step 5: Curriculum Committee Review and Approval:

Once approved through all of the above steps, the CC Faculty Chair places the degree proposal and all associated new courses or course revisions on the agenda for full committee review.

Step 6: BOT Approval:

Once approved through all of the above steps, the CC Faculty Chair submits to BOT for approval.

Step 7: Chancellor's Office Submission:

Once approved by the BOT, the Office of Instruction will submit the ADT for CO Approval through the Curriculum Inventory. The OI is responsible for final review of all documents and creation of CORs for all degree courses.

Step 8: Catalog Publication:

Upon CO approval, the ADT will be published in the regular catalog or catalog supplement and made available to students.

Course and Program proposals may be returned to the faculty author at any stage of the process for edits or clarification.